

**COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH  
Arcadia Mental Health Center**

**VACANCY ANNOUNCEMENT**

**INTERMEDIATE TYPIST CLERK**

**This is not an official examination bulletin**

Arcadia Mental Health Center is located in Service Area 3 in the City of Arcadia. Arcadia MHC is now seeking a qualified, motivated individual to fill a position of Intermediate Typist Clerk. Arcadia MHC is a busy outpatient mental health clinic serving adult consumers. The staff is a multi-disciplinary treatment team working to help clients achieve their mental health recovery goals.

**EXAMPLES OF RESPONSIBILITIES**

- Check claims for accuracy and submit billing to the electronic system (IBHIS)
- Follow up on billing errors with Clinical staff and Supervisors to insure error corrections are completed
- Perform reception counter duties, including monitoring and scheduling appointments for the Staff Psychiatrists
- Process new clients into IBHIS by completing the admission bundle.
- Open and Close charts using the IS system when needed to process prescriptions using the PATS system
- Answer phone calls, respond and route calls to the appropriate person
- Work in the Medical Records room filing, photocopying, faxing, and sorting and distributing mail and assist with maintaining records
- Complete Outcome measures for various evidence base practice
- Vehicle coordinator
- Complete forms and documents from rough draft
- Check documents for completeness, accuracy and compliance with legal and other requirements
- Provide backup coverage for various clerical tasks.
- Serve as a back-up for Keeper of Records and other Protected Health Information in compliance with DMH HIPAA standards and regulations
- Work on special assignments and reports under the direction of Business Office Manager and MH Clinical Program Head as needed

**DESIREABLE QUALITIES**

- Extreme accuracy in typing and data entry skills a must
- Experience in Excel, Word, and Outlook
- Bilingual language capability with fluency in English/Spanish or English/Mandarin

Please call or email resume, letter of interest, last two Performance Evaluations and timesheets to:

Annette Gutierrez, Staff Assistant, Business Office Manager  
[Angutierrez@dmh.lacounty.gov](mailto:Angutierrez@dmh.lacounty.gov)  
(626) 294-2097

**AN EQUAL OPPORTUNITY EMPLOYER**